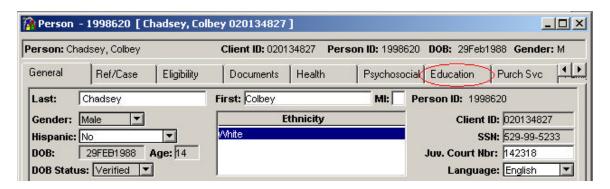# Child and Family Services Update
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Education Records In SAFE

By LaNaye Hartley and Navina Forsythe

Education records are maintained on the Education tab of the Person Window in SAFE.

You can get to the Person window from the following areas in SAFE:

- Caselist screen – select a case, then click the Right Mouse button. Select Person at the bottom of the menu. Then choose Go to Person.
- Case screen – while in the case window click on the Person tab, highlight the person and double click.
- Directory – type in the name of the person. Click on search. Select the person and double click.

By entering information on this tab, the worker is able to:

- Auto fill and print the YIC Intake Information Report form.
- Help Child and Family Services comply with data collected for the Milestone Plan on school status.
- Maintain a history of the schools the child has attended, making it easier to track down school records in the future.
- Better track a child's educational needs.

With the 2.401 release of SAFE, caseworkers will be able to designate a 'primary' or main school of attendance. This new functionality makes the following changes:

- In order to auto fill education on the YIC Intake Information Report, the worker MUST have the school marked as the 'primary' school.
- The case information sheet will only print the 'primary' school.
- If no 'primary' school is marked, both the YIC Intake Information Report and the education portion of the Case Information Report will be blank.
- Only one 'primary' school may be designated.

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To print the YIC Intake Information Report with the primary school information:
- Navigate to the Person window/education tab.
- Choose File → YIC Intake Information Report.
  (**Printing from the document index will only print a blank form.)